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GOVERNOR

STATE OF MAINE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

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## Instruction for Change of Status Form

**Demographic Data:** Complete this section as accurately and thoroughly as possible. It is essential that names be spelled correctly and as they appear on the MaineCare card. Also document any changes/correction to demographic data in this section and highlight.

**Change of Child's Address:** Complete this section when the child's/family's address/name changes. If a child enters into a residential facility, this would be recorded as a change of address for the child. A change of status would also be submitted for a change in the child's primary residence or if the child enters a foster care home.

**Guardianship/Custody:** Complete this section when a change in the child's guardianship has occurred or if child has entered state custody (please notify if a child assumes Child Welfare V9 status at their 18<sup>th</sup> birthday). In the event there is a guardian/custody issue, evidence of the current guardianship/custody agreement may be requested. Please indicate when the rights and responsibilities' for a child change from one sole parent to the other, become shared by both parents from a sole parent, or become sole from a shared parental arrangement. This section must be completed on a young adult's 18<sup>th</sup> birthday indicating their assumption of self-guardianship, unless not permitted.

**Change in Diagnosis:** Complete this section when a child's mental health or mental retardation diagnosis category changes due to a new evaluation. The completion of a prior diagnosis is optional.

**Change in Case Management Status:** Complete this section if billing for case management services have begun, if case management services have been reassigned to a new case manager within your agency, if the level of case management has changed or if the case management service has been closed.

**Change in Case Management Staff: Location/New Hires/Resigned Staff:** Complete this section when staff changes occur within your agency i.e. when new staff is hired, staff has taken leave, staff has resigned or staff has changed office location.

**Change in MaineCare Service (24, 65H, 65G or 65M/N):** Complete this section when there is a change in status of service(s) for the child or child is closed to service.

**Change in Wait Status (24, 65H, or 65M/N):** Complete this section when there is a change in the wait status for services. A child may return to a wait status from an assessment authorization, or a child may become unavailable status due to hospitalization or residential treatment. A child may be closed from a wait status due to service implementation, family choice or a family/team decision made at the child's ITP review.